

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Current Interest Items

1. Health Insurance

During the week, the Civil Service Commission announced a number of changes in the various health insurance plans available to Government employees. These changes go into effect 1 November at the beginning of the new contract year.

Although not included in the public announcement, there will be a change in the GEHA plan in coverage for out-patient psychiatric consultations. Previously, there was a limit of 50 per year on the number covered. Under our new contract, there will be no numerical limit. GEHA reimburses 50% up to a maximum of \$15 per visit. This will not be changed. We will not have to increase our premium to provide this liberalized benefit.

AETNA rates for high option family coverage will go up 70¢ per pay period. Blue Cross/Blue Shield rates will remain the same. (AETNA provides the main indemnity type plan for Government employees generally and Blue Cross/Blue Shield -- represented in D.C. by Group Hospitalization, Inc. -- the main service type plan.)

We are comparing the changes made in other plans with the provisions of our GEHA plans to see where we stand. If this comparison shows any significant differences, we will report them to you.

2. Blood Donors

a. Award Ceremony: Plans have been completed for our first Blood Donor Program Awards ceremony on Tuesday, 20 August. Honorees will be 18 donors who have given more than three gallons of blood and four Keymen who have served in the program 10 or more years. The Chief, Benefits and Services Division will act as Master of Ceremonies and give some statistics on our program before introducing General Carter who will make a few remarks about the importance of the Blood Donor Program and present the certificates.

All donors and Keymen have been invited to the ceremony. In addition, we have contacted the Administrative or Support Staffs of all offices to ask that five people from each component be designated to attend.

b. Blood Donor Day: 167 pints of blood were collected on the 7 August Bloodmobile visit to headquarters building. 189 employees registered as donors but 22 were rejected by the Red Cross for various reasons.

3. Recreation Program - Ticket Sales

Arrangements have been completed for our recreation office to obtain a consignment of 1,000 tickets for each home game for the Redskins during the next football season. These tickets, which are normally \$6, will be available at a substantial discount even if resold at a price permitting us to realize a small profit for support of the recreation program.

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED

NEXT REVIEW DATE: 2010

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DATE: 10/03/82

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GROUP 1
Excluded from automatic
downgrading and
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4. Employee Association/Scholarship Fund

In discussions with the Executive Director regarding the establishment of a mechanism for administering a scholarship fund, it has been concluded to proceed in the direction of establishing a separate entity for this particular purpose and we have met informally with [REDACTED] regarding the work he is doing on this. However, consideration of the possibility that a broad purpose employee association be established which would embrace a scholarship program as one of its elements gave impetus to proceeding with plans for an employee recreation association at a more rapid rate. The need to provide a mechanism for handling the Redskins ticket sales mentioned above gives additional urgency to this project and it is receiving high priority.

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5. Wage Board Rate Change

New rates have just been approved, effective with the first pay period beginning after 30 July, for the following Wage Board jobs at [REDACTED] basis of [REDACTED]

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<u>Job Category</u>	<u>Number of Employees</u>	<u>Range of Increase in Hourly Rate</u>
Foreman/Aast. Foreman	9	9¢ to 12¢
Leader/Crafts and Trades	3	8¢ to 10¢
Worker/Crafts and Trades	40	9¢ to 10¢
Skilled Laborer	23	7¢ to 9¢
Laborer	13	6¢ to 7¢
TOTAL	88	

6. Management Training Film

[REDACTED], Office of Training, has met with the Director of Personnel regarding the preparation of a series of management training films for Agency use. Specifically, he has requested our suggestions for topics and illustrative cases in the general area of supervision.

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7. Study of IAS Processing Time

In order to realize the savings which are possible through reducing the time spent in the IAS by a new clerical employee, we are making an analysis of the time lag now involved in each phase of processing. By initiating first those phases requiring the longest time (the obvious example being the Security field investigation) and scheduling shorter stages for completion within the same period, we hope to reduce the elapsed time in the IAS for both provisionally and fully cleared (subject to polygraph) clerical appointees. It appears that the scheduling of polygraph interviews and the time required to process the results of medical examinations are critical items. When we have established our facts, we intend to discuss these areas with the Director of Security and the Chief, Medical Staff to determine what improvements may be feasible.

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8. Exclusion of Former Agency Employees from Peace Corps Employment
Peace Corps representatives have affirmed the rule that affiliation (as evidenced by being on the payroll) with an intelligence agency is a permanent bar to Peace Corps employment. This exclusion applies to temporary or summer employees as well as regular employees. It also applies even if the appointment was on a provisional basis. (One of our provisionally-cleared clericals recently resigned from IAS to accept a Peace Corps position after having been assured by the Peace Corps Personnel Office that a waiver could be obtained because of her provisional status with us. However, the waiver was denied and she immediately returned to CIA seeking reemployment-- she was reappointed.)

9. Conference of the Midwest College Placement Association
The Director of Personnel and the Chief, Personnel Recruitment Division plan to attend this conference 4 through 6 September. Attendance at a similar conference of the West Coast College Placement Association last winter was useful in establishing new recruitment contacts and in keeping current with developments in college recruitment.

10. Clerical Detail for NSC
The Personnel Officer for NSC was referred to us by the Executive Director to determine whether a GS-5 Clerk-Steno could be made available for an indefinite, reimbursable detail to the White House. This employee would replace a young woman also detailed from the Agency who will soon resign. The position is located in Mr. Bundy's organization and is one of three clerical/secretarial positions in the particular unit. We have not located a candidate yet. However, we understand that some of the clerical personnel in OTR do not want to move to the [redacted] and we have asked the OTR Personnel Officer if one of these employees might be available and qualified for this detail. Although a person with Agency experience is preferred, it may be necessary to provide a new employee if an experienced person cannot be located.

11. Secretary for the Comptroller
Mr. Gross has requested nominations for a replacement for his secretary who is leaving for maternity reasons. An unexpected change has made it impractical to carry out a plan to promote to this job from within his immediate staff.

12. Equal Employment Opportunity
The [redacted] has consulted the Chief, Personnel Operations Division regarding integration of a typing pool which is at present all-Negro. In discussing this matter with the supervisor of the unit, the Personnel Officer was advised that one or a few Caucasians might be assigned there but the preference of the group was not to have them. This pool, incidentally, is a high-morale, low-turnover group. Promotional opportunities are available into other parts of [redacted] to reduce the outcome of their discussions to writing and to file it with the Agency's Equal Employment Opportunity Officer for reference.

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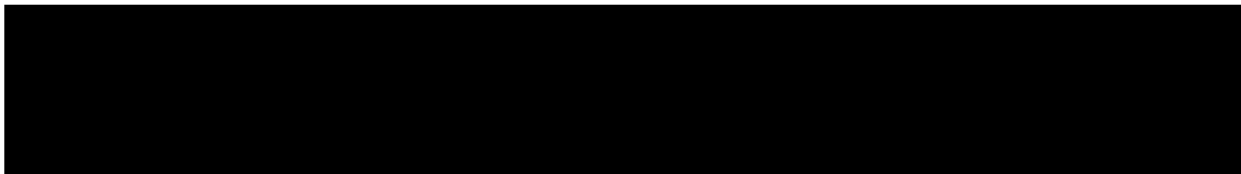
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13. Work Schedules on 26 August

We have notified invitees and appointees who are scheduled to report to Washington the week of 26 August to make their reservations early and to provide plenty of time for any local travel on 26 August.

Also, although current plans do not contemplate closing of Federal offices on the 26th, we have instructed the IAS Supervisor to release IAS assignees without charge to leave on that date. These young people will be cautioned against going into Washington on that date and urged to stay at home.



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15. Summer-only Employment after Labor Day

Each year there seem to be a few summer-only employees who wish to resign effective at the close of business on Labor Day. We have reaffirmed the previous rule that a summer-only who remains on the rolls through Labor Day must work at least one day after Labor Day (this is mandatory under Comptroller General's rulings) and preferably will work through the entire week.

16. Personnel Advisory Board Schedule

Plans to schedule a meeting during August have been cancelled because of vacation schedules of the members. However, we plan to hold a meeting in September.

17. UNF Campaign

We are completing our plans for the UNF campaign and expect to present them to the Consolidated Charities Committee during the next two weeks. Manpower for this drive will be a special problem this year because of the tightness of ceilings and the need for rigid control of IAS employment. We intend to ask the Comptroller to provide two accounting personnel and will attempt to fill the requirement for four or five other clerical personnel by levy on Divisions of the Office of Personnel. These problems and our campaign plans will be discussed further with you.

18. Revised Personnel History Statement

The Office of Security has referred a draft revision of the PHS to us for comment. We believe the revision is a substantial improvement over the current form. A few minor changes are being noted in our review which we will give to Security for consideration.

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19. Involuntary Resignations

At the IAG meeting on 15 August, a proposed policy guide on this subject was discussed. This was prompted by a recent court decision ruling that an employee who is given the choice of resigning or of being fired must be given a reasonable amount of time to consider his decision. The proposed CSC guide as to what constitutes a "reasonable amount of time" is five days.

20. Surplus Personnel - FAA

The FAA representative at the IAG meeting announced that the agency is decentralizing and they anticipate that some 400 to 600 people who do not want to leave this area with their jobs will be surplus. We are looking into the recruitment potential of this group.

21. Quality Step Increases

Since this program went into effect last April, 97 Quality Step Increases have been approved. Authority to approve recommendations which clearly meet Agency standards has now been delegated to the Chief, Personnel Operations Division.

a. The grade range of approved QSI's is GS-4 through GS-15:

GS-15 - 2	GS-9 - 10
GS-14 - 11	GS-7 - 20
GS-13 - 13	GS-6 - 7
GS-12 - 17	GS-5 - 4
GS-11 - 11	GS-4 - 2

TOTAL - 97

b. By major component, the distribution has been as follows:

DDI	45
DDP	23
DDR	1
DDS	28
	<u>97</u>

c. Within the DD/S area, the distribution has been as follows:

Logistics	1	(GS-15)
Medical	6	(3 GS-6; 2 GS-7; 1 GS-15)
Personnel	8	(1 GS-5; 1 GS-7; 1 GS-9; 1 GS-12; 4 GS-14)
Security	3	(1 GS-5; 1 GS-7; 1 GS-14)
Training	10	(1 GS-5; 1 GS-7; 1 GS-9; 1 GS-11; 1 GS-12; 3 GS-13; 2 GS-14)
TOTAL	28	

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d. The individuals who have received QSI's have been at all steps of their respective grades:

<u>Step of Grade</u>	<u>Number</u>	<u>Waiting Period for Merit Step Increases</u>		
		<u>1 Year</u>	<u>2 Year</u>	<u>1 year</u>
9	1			
8	6			
7	11	18		
6	10			
5	14			
4	22		46	
3	13			
2	17			
1	3			
	<u>97</u>			33
TOTAL				

It has been recognized that the grant of a QSI near the end of the waiting period for a merit step increase is of limited advantage to an employee in the third or the sixth step of his grade. Although the QSI is not an "equivalent increase in compensation" for determining salary during the waiting period, a QSI from the third to fourth step or from the sixth to the seventh step adds one year to the time the employee must serve before becoming eligible for a merit step increase - the waiting periods being one year in the steps 1, 2, and 3, two years in steps 4, 5, and 6, and three years in steps 7, 8, and 9. Thus an employee who has served ten months in step 3 of his grade would become eligible for a merit increase to step 4 in two more months. If he were given a quality step increase to step 4, he must wait 14 more months to become eligible for a merit step increase to step 5. However, if his QSI were deferred for two months until he had received his merit step increase to step 4, the QSI would immediately place him in step 5. In order to assure the greatest advantage to the individual whose superior performance is being recognized by a QSI, we are checking these dates carefully.

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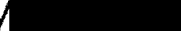

Acting Director of Personnel

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